

CA

INFORMATION REPORT INFORMATION REPORT

CENTRAL INTELLIGENCE AGENCY

This material contains information affecting the National Defense of the United States within the meaning of the Espionage Laws, Title 18, U.S.C. Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law.

S-E-C-R-E-T

50X1-HUM

COUNTRY Poland

REPORT

SUBJECT

Security Procedures in Polish
Plants and Institutes (Handling
of Classified Papers and Materials
Within and Outside the Plant)

DATE DISTR.

13 NOV 1959

NO. PAGES

1

REFERENCES

RD

DATE OF
INFO.

50X1-HUM

PLACE &
DATE ACQ.

50X1-HUM

SOURCE EVALUATIONS ARE DEFINITIVE. APPRAISAL OF CONTENT IS TENTATIVE.

security

procedures practiced in Polish plants and institutes.

50X1-HUM

S-E-C-R-E-T

STATE	X	ARMY	#	X	NAVY	#	X	AIR	#	X	FBI	#	X	AEC	#	X	OTHER	#	X
(Note: Washington distribution indicated by "X"; Field distribution by "#".)																			

INFORMATION REPORT INFORMATION REPORT

50X1-HUM

S-E-C-R-E-T

COUNTRY : Poland

DATE DISTRIB: 18 Oct 59

SUBJECT : Security Procedures in Polish
Plants and Institutes

NO. OF PAGES: 8

50X1-HUM

S-E-C-R-E-T

S-E-C-R-E-T

- 2 -

Introduction

1. The method of handling classified correspondence in Poland was standardized throughout all government institutes and plants. Individual establishments, however, might vary in their application of the standard procedures. The account given below applies to the situation as it existed in the Industrial Institute of Telecommunications (Przemyslowy Instytut Telekomunikacji - PIT), at its headquarters in Warsaw, 30 Poligonowa Street, and its Gdansk branch, from November 1955 to 3 May 1957.
2. Until November 1955, PIT had only a laboratory (Z-224) in Gdansk, so there was no need for a classified office. At that time, when the laboratory was organized into a Gdansk branch office and was separated from the facilities of Gdansk Technical University, the need for a classified office became apparent. One was therefore established, soon after the move in spring 1956. It handled everything concerned with internal administration of classified matters. It was subordinate to the director, but was directed by an operational security board, which usually appointed, or at least confirmed the appointments of, all personnel working in it. 50X1-HUM
the classified office was directed by a technical draftsman named Irena Markowska, whose work in the office took precedence over her drafting work. The security board in Gdansk had no objections to her appointment.
3. The Gdansk branch of PIT occupied rooms on the first floor of a new office building at 30 Przyokopowa Street, which belonged to the Project Office of the Construction Industry, Prozamet. All windows facing the outside were barred, even in toilets and washrooms. The branch had its workshops and laboratories in the right wing and its ordinary and classified offices in the left wing. The rooms opening onto the entire right corridor, from end to end, had sliding security doors, barred and closed with patent padlocks. Each day after working hours, all quarters had to be closed and sealed. The keys were hung on a numbered keyboard in the ordinary office. When the secretary in this office left, she locked the door of her office and turned the key over to the porter; it was not specially secured.
4. The classified office, in addition to its barred windows, had doors covered with steel sheeting and equipped with Yale locks. Equipment in this office included a safe or steel locker with a patent lock, equipment for sealing envelopes with wax, an incinerator, foam fire extinguishers, sacks for documents, and the necessary office furniture. There should also have been a typewriter, but the classified office used the only one kept by the Gdansk branch for general use. The key to the safe or steel locker always remained on the person of the office security worker, who was a woman. A duplicate key, for use in case of fire, was kept with the key to the classified office in an envelope in the Prozamet classified office.
5. The branch classified office had only one doorway leading into the ordinary office space. Doors to the corridor were made of steel bars. The key to the classified office was not kept on the general keyboard, but was secured in a special bag, made of strong canvas, with a special seal. The building porter, a Prozamet employee, kept this bag, with the key to the Prozamet classified office, in a strongbox in the drawer of his table. A duplicate key to the Gdansk branch classified office, as well as that of the classified office safe, was kept in a sealed envelope in the Prozamet classified office.

S-E-C-R-E-T

S-E-C-R-E-T

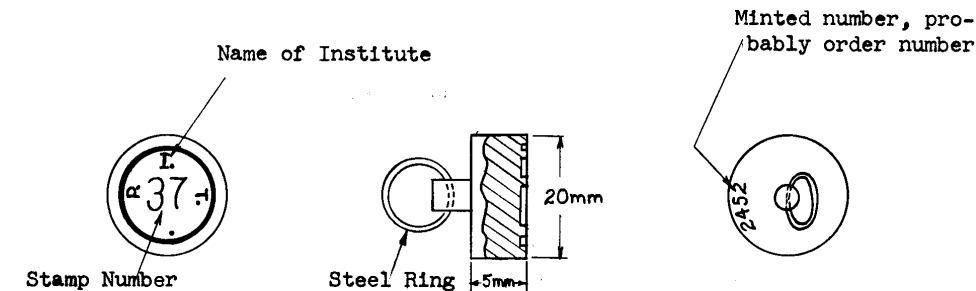
- 3 -

6. To secure doors, every director of a workshop or laboratory received a special stamp with a serial number, issued by the PIT in Warsaw against a special receipt retained in the classified office. The official had to carry the stamp on his person at all times. If he lost it, the classified office in Warsaw and the security board had to be notified at once.

The stamps were cast by the government mint in Warsaw and were basically bronze, but some of aluminum; letters and numbers were engraved. The face contained a large minted number and the following:

50X1-HUM

FIGURE 1



Stamps issued to PIT headquarters in Warsaw bore stamp numbers from 10 to 19, those issued to the Wroclaw branch bore numbers from 20 to 29, and those issued to the Gdansk branch bore numbers from 30 to 39.

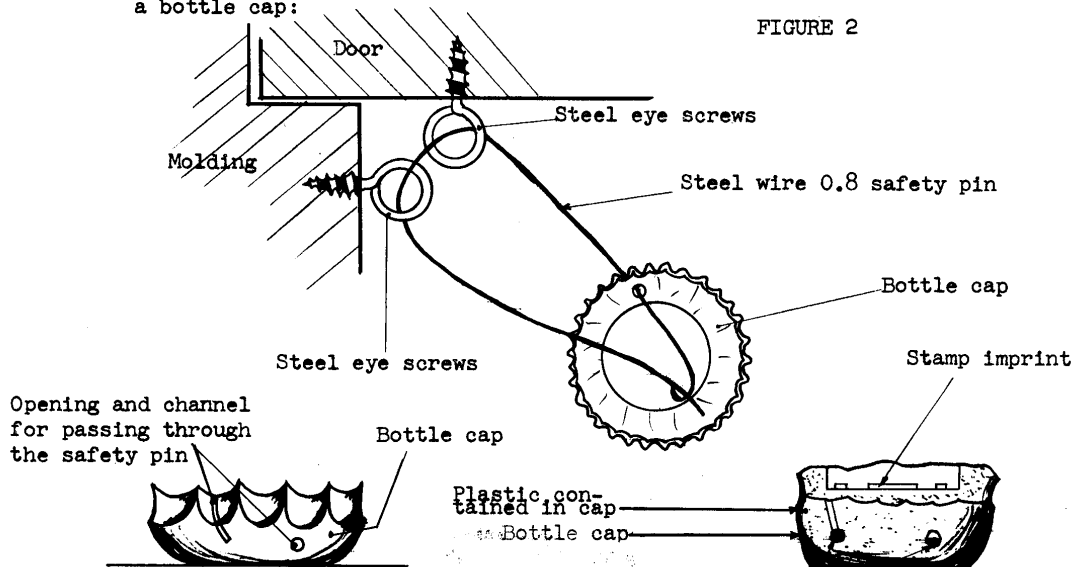
50X1-HUM

The stamp depicted above, with stamp number 37 and minted number 2452, is the one actually used at the Gdansk branch.

50X1-HUM

7. There were no special instructions for sealing doors; several methods were used. The method used in the PIT Gdansk branch was based on a safety pin and a bottle cap:

FIGURE 2



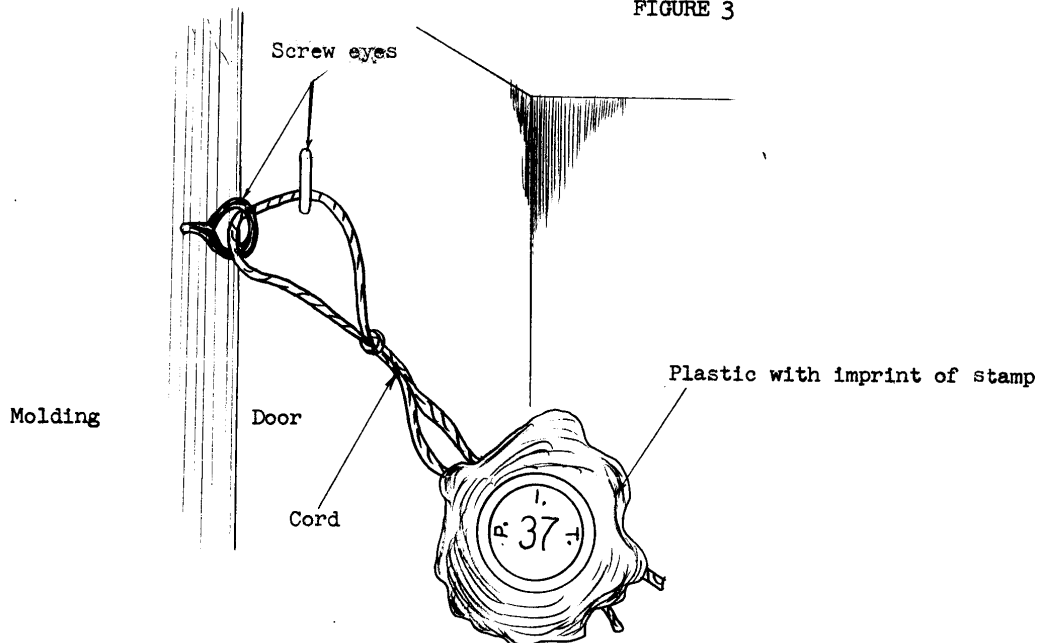
S-E-C-R-E-T

S-E-C-R-E-T

- 4 -

8. Another method for sealing doors used a plastic seal that was imprinted with the stamp described above.

FIGURE 3



Security Regulations

9. Security regulations were contained in a book [redacted] published by the Ministry of National Defense (MON). This book had brown leather covers, about 120 pages, and a yellowish-tan binding.

50X1-HUM

[redacted] It contained definitions of security terms, methods of conducting classified activities, and samples of forms. There were many changes [redacted] that had been made by [redacted] pasting in slips of paper containing new text.

50X1-HUM

[redacted] In cases of uncertainty concerning security regulations, the Gdansk branch was guided by the system used by the central offices of PIT in Warsaw.

Preparation of Classified Correspondence

10. Classified material included:

- a. Anything connected with the defense of the country, hence all military matters, and all scientific research designated for use by the military.

50X1-HUM

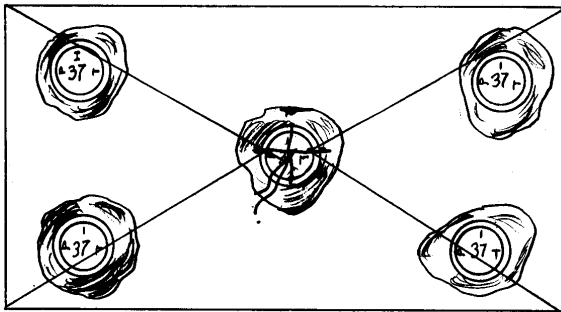
S-E-C-R-E-T

S-E-C-R-E-T

- 6 -

left corner. A rubber stamp (Figure 5) which indicated the institute originating the correspondence was stamped on the sealed edge. Such a stamp could be ordered only through the security board. The stamp was then sewn twice crossways with a needle and thread, which was tied in a knot.

FIGURE 4



Inner envelope

FIGURE 5



Classified or Special Mail

14. The Gdansk branch of PIT carried on confidential correspondence with the central office in Warsaw and with the military forces. There was a special postal service operated by the security board for classified documents and packages. The classified items were hand-carried by an employee of the classified office to the security board, where he obtained a receipt for them. When classified material arrived at an institute, the director was notified by telephone and an employee was sent to the security board to pick it up. It would then be given directly to the director, who opened it, personally acquainted himself with its contents, and then turned it over to the classified office for registration and retention. The director also had to verify that there was no evidence of tampering on the incoming mail. It normally took three days for correspondence to go from Gdansk to Warsaw through the special post. The security branch submitted detailed monthly accountings of classified mail.

Hand-Carried Classified Correspondence

15. In instances where speed was necessary, it was permissible to send classified documents by courier or to hand-carry them. The person entrusted with this job had to be a trustworthy employee of the institute. The documents were packed and registered as if they were being sent by the regular classified mail. The individual sending them filled out a special form in an original and one carbon copy. The original was sent with the document and the carbon copy remained in the classified office of the institute originating it. The carbon copy was signed by the courier who assumed responsibility for the document. The document had to remain on his person until he delivered it to the classified office of the addressee. This classified office of the addressee signed the form accompanying the document and returned it to the

S-E-C-R-E-T

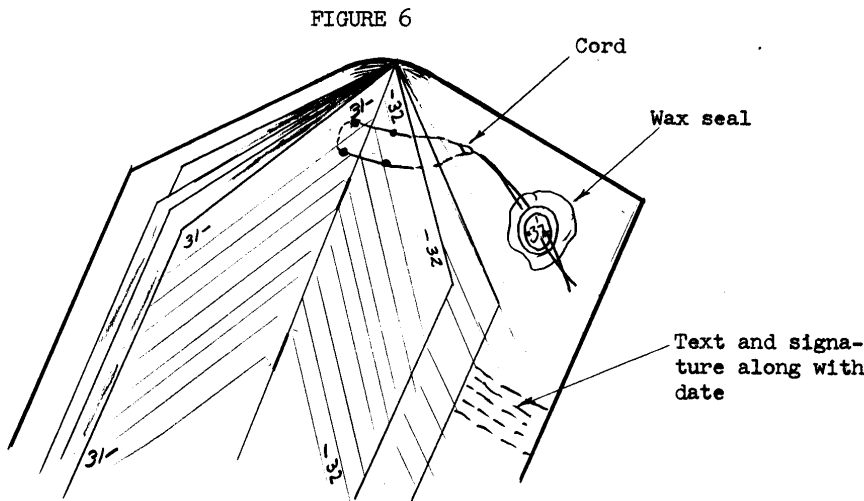
S-E-C-R-E-T

- 7 -

courier. Upon returning to the originating institute, the courier gave this receipted form to the classified office. All employees, even directors, had to follow this procedure.

Controls on Material Pertaining to Classified Documents

16. When it was necessary to make classified sketches or technical drawings on Technical Form A4 or on larger forms prepared by the classified office, each sheet had to be stamped in the upper left-hand corner with the seal described in Figure 5, which contained a serial number and the signature of an employee of the classified office. After the drawing was completed it was stamped Secret and registered in the appropriate register. All notes, markings, drafts, and sketches pertaining to classified documents were kept in a special book that contained graph paper (Form A4). All the pages were numbered on the edge and at two places at the top, punched, and bound with a cord. The ends of this cord were glued and sealed inside the cover with wax and imprinted with the seal of the classified office. Beneath this seal the number of pages in the book was indicated, along with the signature of an employee of the classified office and the date.



17. These books were distributed each morning and returned to the classified office at the end of the day. They were accounted for with a system of receipts. They were identified by the name of the user and could not be given to anyone else without the permission of the director of the institute. If a technical sketch had to remain on the drafting board overnight, it was covered with a non-transparent material and sealed. In the Gdansk branch no sketches larger than Form A3 were used so nothing remained outside the classified office overnight, except for measuring instruments and laboratory equipment.

S-E-C-R-E-T

50X1-HUM

S-E-C-R-E-T

- 8 -

Registration of Unclassified Correspondence

18. All incoming and outgoing correspondence was registered in the "daily journal." This correspondence journal was slightly larger than Form A4 and was bound in hard covers. Each journal contained more than 100 pages and was used for one year. The even-numbered pages were used for incoming correspondence and the odd-numbered were used for outgoing. The incoming correspondence was registered on the same level of the page as the outgoing correspondence dealing with the same subject. The serial number, journal number of the register from which it was received, date written, subject, and addressee were all included. The serial number for the outgoing correspondence was the same as the journal number on the envelope. This correspondence was punched, sewn together, and sealed with a wax seal as described in Figure 6.

S-E-C-R-E-T